



The Town of
Brentwood

**MEETING OF THE MAYOR & TOWN COUNCIL WORK SESSION
OF BRENTWOOD MARYLAND**

Tuesday, April 7, 2026 | 7:00 PM

The meeting is being held virtually and can be viewed via YouTube.
For public comment during the meeting, email info@brentwoodmd.gov

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

A. Councilmember Glenn Harris Jr.	☐ Present	☐ Absent
B. Councilmember Juan Arango Millan	☐ Present	☐ Absent
C. Councilmember Julia Elrod	☐ Present	☐ Absent
D. Vice Mayor Jerry Burgess	☐ Present	☐ Absent
E. Mayor Rocio Treminio-Lopez	☐ Present	☐ Absent
F. Town Administrator Shelley Dorsey-Washington	☐ Present	☐ Absent
G. Police Chief Robert P Althoff Jr	☐ Present	☐ Absent
H. Town Treasurer Waymon Blanger	☐ Present	☐ Absent
I. Town Clerk Ana Contreras	☐ Present	☐ Absent
J. Town Attorney Jason Deloach	☐ Present	☐ Absent

IV. Approval of the Agenda

V. Upcoming Events

1. Green Team/Tree Committee Meeting—Saturday, April 18, 2026, 9 AM-

10:30 AM

2. Earth Day/Arbor Day Celebration—Saturday, April 18, 2026, 11 AM-1 PM
3. FY 2027 Town Budget Public Hearing—Tuesday, April 21, 2026, 6 PM
4. Youth Suffrage Public Hearing—Tuesday, April 21, 2026, 6 PM
5. Town Meeting—Tuesday, April 21, 2026, 7 PM
6. Brentwood Day—Saturday, June 6, 2026

VI. Public Comments (2 Minute Limit)

VII. Legislation

- A. Chapter 189 Personnel Policy

VIII. Old Business

- A. Bartlett Park Redesign

IX. New Business

- A. Business Facade Improvement Program (BFIP)
- B. Memorandum of Understanding (MOU) Between the Town of Brentwood & Town of Berwyn Heights
- C. Brentwood Day 2026

X. Public Comment (2 Minute Limit)

XI. Adjourn

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

TO: Mayor and Town Council
FROM: Town Administrator
DATE: March 26, 2026
SUBJECT: Introduction of Ordinance – Update to Chapter 189 (Personnel Policies)

Purpose

The purpose of this memorandum is to present for your consideration an ordinance to repeal and reenact Chapter 189 of the Town Code, governing personnel policies. This update modernizes the Town's employment framework and aligns it with current operational practices and the Employee Handbook.

Background

Chapter 189 was originally adopted in 1984 and, while amended periodically, retains a highly prescriptive structure that reflects outdated personnel management practices. Many provisions include operational details that are more appropriately addressed through administrative policies rather than codified law.

In year 2020, the Town implemented an updated Employee Handbook reflecting modern human resources standards, including at-will employment, progressive discipline, workplace protections, and flexible work practices. The current Code is not fully aligned with these standards.

Summary of Proposed Changes

The proposed ordinance:

- **Modernizes personnel policies** to reflect current HR practices
- **Aligns the Code with the Employee Handbook**
- **Simplifies overly detailed provisions** and removes operational micromanagement

- **Maintains key employee protections**, including:
 - Merit-based hiring
 - Probationary period structure
 - Appeals process with Council oversight
- **Introduces updated provisions**, including:
 - At-will employment clarification
 - Employment classifications (including exempt/non-exempt)
 - Progressive discipline framework
 - Grievance procedures and open-door policy
 - Training and professional development support

Legal and Compliance Framework

The proposed update aligns Chapter 189 with applicable federal and state employment laws, including but not limited to:

- **Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.** – governs minimum wage, overtime, and exempt/non-exempt classifications
- **Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq.** – provides eligible employees with job-protected leave
- **Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.** – prohibits employment discrimination
- **Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.** – requires reasonable accommodations
- **Age Discrimination in Employment Act (ADEA), 29 U.S.C. § 621 et seq.** – protects employees age 40 and over
- **Equal Pay Act, 29 U.S.C. § 206(d)** – ensures pay equity
- **Maryland Wage and Hour Law, Md. Code, Labor & Employment § 3-401 et seq.**
- **Maryland Fair Employment Practices Act, Md. Code, State Government § 20-601 et seq.**

These updates reduce legal risk by ensuring consistency between the Town Code, administrative policies, and current employment law requirements.

Policy Considerations for Council

As part of this update, the Council may wish to consider the following:

1. **Level of Detail in Code vs. Policy**
The revised chapter shifts detailed procedures to administrative policy, allowing greater flexibility.
2. **Role of the Town Administrator vs. Council**
The update maintains Council authority for appeals but reduces involvement in day-to-day personnel administration.
3. **Risk Management and Compliance**
The revised policies better align with federal and state employment laws and reduce exposure to liability from outdated provisions.

Fiscal Impact

There is no immediate fiscal impact associated with this ordinance. Future administrative updates to policies or benefits would be addressed through the budget process.

Recommendation

It is recommended that the Mayor and Town Council introduce the attached ordinance and schedule it for public hearing and consideration of adoption.

Attachments

- Ordinance (Redline Version – Chapter 189 Personnel Policies)
-

ORDINANCE NO. _____

AN ORDINANCE TO REPEAL AND REENACT CHAPTER 189 – PERSONNEL POLICIES

WHEREAS,

The Mayor and Town Council of the Town of Brentwood desire to modernize and update personnel policies; and

WHEREAS,

The existing Chapter 189, originally adopted in 1984, contains outdated and overly prescriptive provisions; and

WHEREAS,

The Town seeks to align its personnel policies with current employment practices, the 2025 Employee Handbook, and applicable law;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Brentwood that Chapter 189 is hereby repealed and reenacted as follows:

FULL REDLINE VERSION (DETAILED – FOR COUNCIL REVIEW)

NOTE: Strikethrough (~~text~~) indicates removal from current Code. Bold text indicates new or revised language.

§189-1. Statement of Purpose

~~This chapter is adopted for the purpose of establishing a merit system for the Town of Brentwood which sets forth the proposed personnel policy and procedures governing all employees~~

This chapter establishes a modern, equitable, and efficient personnel system to support high-quality public service, ensure fair and consistent employment practices, and promote a professional workplace.

§189-2. Applicability

~~These rules shall be applicable to all persons employed full- and part-time~~

These policies apply to all employees, including full-time, part-time, temporary, seasonal, and contract employees unless otherwise specified.

§189-3. Policy / Equal Employment Opportunity

~~The policy of the Town... without regard to age, race, creed, color, sex...~~

The Town is an equal opportunity employer. Employment decisions shall be made without regard to protected status. Retaliation is prohibited.

§189-4. Employment Relationship (NEW)

All employment is at-will unless otherwise required by law. Nothing in this chapter creates a contract of employment.

§189-5. Recruitment and Hiring

~~Announcements shall specify position, salary range, qualifications, closing date~~

~~Applications shall be on Town forms~~

~~Merit examinations required~~

Vacancies shall be publicly posted. Hiring shall be based on merit, qualifications, and operational needs. The Town Administrator may use applications, resumes, interviews, and other evaluation methods.

§189-6. Employment Classifications (NEW)

Employees shall be classified as full-time, part-time, temporary, seasonal, and exempt or non-exempt.

§189-7. Probationary Period

~~Detailed evaluation requirements at 60, 120, and 180 days~~
~~Probationary dismissal language with no appeal~~

All new employees shall serve a probationary period of at least 180 days. Evaluations shall occur during this period. The Mayor and Council may confirm employment, extend probation, or terminate employment.

§189-8. Promotions

~~Promotions must involve increased duties and responsibilities~~
~~Trial period language~~

Promotions shall be based on merit and increased responsibility and shall include a trial period.

§189-9. Work Schedules

~~Office: 9:00–5:00~~
~~Maintenance: 7:30–4:00~~

Office hours: 9:00 a.m. – 5:30 p.m. Public Works: 7:00 a.m. – 3:30 p.m. Flexible schedules may be approved.

§189-10. Attendance

~~No employee shall be absent without permission; forfeiture of pay~~

Employees must maintain regular attendance and accurately report time worked. Unauthorized absences may result in discipline and loss of pay.

§189-11. Compensation and Overtime

~~Detailed overtime and compensatory leave rules~~

Employees shall be compensated in accordance with the Town pay plan. Overtime and compensatory time shall comply with applicable law.

§189-12. (REMOVED – integrated into updated structure)

~~Examinations and procedural hiring requirements~~

§189-13. Leave Policies

~~Extensive detailed leave accrual, maternity, military, jury, sick leave provisions~~

Employees shall accrue annual and sick leave as established by Town policy. Leave includes holidays, FMLA leave, military leave, jury duty, and other approved absences.

§189-14. Workplace Conduct

~~Detailed conduct rules including political activity, gifts, outside employment~~

Employees shall maintain professional behavior. Harassment, discrimination, and misconduct are prohibited. Additional conduct standards may be established by policy.

§189-15. Use of Town Property

~~Detailed vehicle maintenance, logs, washing requirements~~

Town property and vehicles shall be used for official purposes only. Misuse may result in discipline.

§189-16. Safety

~~Detailed safety instructions and operational requirements~~

Employees must follow safety procedures, use required protective equipment, and report injuries promptly.

§189-17. Performance Evaluations

~~Detailed reporting and documentation procedures~~

Employees shall receive regular documented performance evaluations.

§189-18. Discipline

~~Long list of specific dismissal causes (e.g., drunkenness, tardiness, etc.)~~

The Town shall apply progressive discipline, including warning, reprimand, suspension, and termination. Serious misconduct may result in immediate termination.

§189-19. Appeals Procedure

~~Detailed multi-step appeal process retained~~

Employees may appeal disciplinary actions within three working days. The Town Administrator shall conduct a hearing, with final review by the Mayor and Council.

§189-20. Grievance Procedure (NEW)

Employees may raise workplace concerns through supervisory channels or the open-door process without fear of retaliation.

§189-21. Training and Development (NEW)

The Town may support job-related training and education.

§189-22. Separation of Employment (NEW)

Employment may end through resignation, termination, retirement, or layoff. Final compensation shall be handled in accordance with Town policy.

§189-23. Reimbursement

~~Mileage reimbursement procedures~~

Authorized expenses shall be reimbursed in accordance with IRS rates and Town policy.

§189-24. Administration

The Town Administrator shall administer and interpret these policies.

§189-25. Amendments

The Mayor and Town Council may amend this chapter as necessary.

**END FORMAL REDLINE ORDINANCE
(DETAILED VERSION)**

Chapter 189

PERSONNEL POLICIES

§ 189-1.	Statement of purpose.	§ 189-16.	Overtime compensation; compensatory leave.
§ 189-2.	Applicability.	§ 189-17.	Paid holidays.
§ 189-3.	Policy.	§ 189-18.	Telephone usage.
§ 189-4.	Recruitment.	§ 189-19.	Use of Town equipment.
§ 189-5.	Examinations.	§ 189-20.	Personal injury accidents.
§ 189-6.	Appointments; probationary period.	§ 189-21.	Safety precautions.
§ 189-7.	Promotion.	§ 189-22.	Leaves of absence.
§ 189-8.	Reinstatement.	§ 189-23.	Classification Plan.
§ 189-9.	Demotion.	§ 189-24.	Pay plan.
§ 189-10.	Dismissal.	§ 189-25.	Reimbursement for personal expenses.
§ 189-11.	Disciplinary action.	§ 189-26.	Performance evaluations.
§ 189-12.	Appeals procedure.	§ 189-27.	Employee suggestions.
§ 189-13.	Employee conduct.	§ 189-28.	Public relations.
§ 189-14.	Work schedules.		
§ 189-15.	Specific hours of work.		

[HISTORY: Adopted by the Mayor and Town Council of the Town of Brentwood 12-3-1984 by Ord. No. 84-B-3, (Ch. 20 of the 1986 Code). Amendments noted where applicable.]

GENERAL REFERENCES

Code of Ethics — See Ch. 86.

§ 189-1. Statement of purpose.

This chapter is adopted for the purpose of establishing a merit system for the Town of Brentwood which sets forth the proposed personnel policy and procedures governing all employees in the Town of Brentwood.

§ 189-2. Applicability.

These rules shall be applicable to all persons employed full- and part-time in the service of the Town of Brentwood.

§ 189-3. Policy.

The policy of the Town of Brentwood is to guarantee equal opportunity to all qualified applicants and to all employees, with respect to initial appointment, advancement and general working conditions, without regard to age, race, creed, color, sex, national origin, religious or political affiliation or handicaps.

§ 189-4. Recruitment.

- A. The Town Administrator shall, whenever practical, post an announcement of any vacancy for all municipal positions in the Town Office and in such other places as are deemed necessary. He may also notify the State Office of Employment Services of the vacancy and advertise in a newspaper of general circulation within the Town.
- B. Announcements shall specify the position, title, salary range of the position, nature of the work to be performed, desired qualifications of applicants, closing date for receiving applications and other information as required.
- C. Applications shall be on forms provided by the Town of Brentwood, but resumes will be acceptable.

§ 189-5. Examinations.

- A. Merit examinations. All appointments to positions in the service of the Town of Brentwood shall be made according to merit and fitness, to be ascertained as near as possible by open competitive examinations, which may be written, oral, physical, performance or any combination of these. Education, experience, aptitude, knowledge, character and physical fitness shall be considered, with weight assigned to each factor as may be deemed proper by the Town Administrator or representative(s) he may authorize.
- B. Certification and notice. All applicants shall be notified of the results of written examinations generally by mail as soon as possible following the close of the examination. Whenever possible, appointments shall be made from the top three applicants.

§ 189-6. Appointments; probationary period.

- A. Types of appointments. The following types of appointments may be made to the Town service in conformance with the rules established: permanent, intern, part-time, limited-term and seasonal.
 - (1) Permanent employees. A permanent employee works full-time. The permanent employee is subject to all rules and regulations and receives all benefits and rights as provided by the personnel rules and regulations.
 - (2) Intern appointments. Intern appointments afford students of public administration or other professional areas an opportunity to gain actual work experience. These appointments are for a period of time not to exceed 12 months.
 - (3) Part-time employees. Part-time employees are employees who work less than the normal workweek but on a regular basis. Part-time employees shall be subject to all rules and regulations and receive annual leave benefits on a pro-rata basis. Said part-time employees shall not be entitled to any sick leave benefits and are not eligible for participation in any health insurance programs offered by the Town.
 - (4) Limited-term appointments. Limited-term appointments are made when a special project requires the addition of employees for a special time or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations and receive all benefits and rights as provided by the personnel rules and regulations during their term of employment.
 - (5) Seasonal employees are employees who are hired for a specific project of short duration and who are not eligible for benefits under these personnel rules and regulations.

B. Probationary period. [Amended 10-15-1990; 5-16-1994]

- (1) For securing the most effective adjustment of the new employee and determining that an employee's work meets the required standards of the department, all appointments shall be made for a probationary period of at least 180 days. After 60 days, 120 days and 180 days, the department head shall submit an evaluation report to the Town Administrator, carefully reviewing the work of the new employee.
- (2) During the probationary period, the Town Administrator, upon written recommendation by the department head, may suspend an employee who is unwilling to perform the duties of the position satisfactorily. The Town Administrator, with the Mayor's approval, may dismiss a probationary employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit continuance in the service. The probationary employee so dismissed shall have no right to appeal as is provided in § 189-12 hereunder.
- (3) At the next regularly scheduled meeting of the Mayor and Council following the submission to the Town Administrator of the one-hundred-eighty-day evaluation, the Mayor and Council shall consider the employment status of the probationary employee. The Mayor and Council shall review the evaluations and may hear from the Town Administrator and/or the employee. The Mayor and Council may:
 - (a) Appoint the employee as a permanent, intern, part-time, limited-term or seasonal employee, as appropriate;
 - (b) Extend the period of probation for an additional three-month term; or
 - (c) Dismiss the employee.

§ 189-7. Promotion.

- A. Vacancies in positions above the lowest rank in any category shall be filled by merit. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation.
- B. Promotional trial period. To secure the most effective adjustment of the employee and to determine that an employee's work meets the standards required of the new position, all promotions shall be made for a trial period of six months.
- C. If, at the completion of the trial period, the promotee does not demonstrate the competence required to carry out the responsibilities of the position, the Town Administrator may reduce the promotee to the promotee's former position and pay.

§ 189-8. Reinstatement.

An employee who resigns with a good record may be rehired if a vacancy exists, to the same position from which resigned, within one year of the date of resignation. Request for approval of the action must be submitted to the Mayor and Town Council giving name, title, salary, date of separation, date of proposed reinstatement and cause of vacancy which the reinstatement will fill. Reinstatement to a higher salary is not permitted.

§ 189-9. Demotion.

An employee may be demoted to a lower position for any of the following reasons:

- A. When an employee would otherwise be laid off because a position is being abolished, lack of work or lack of funds.
- B. When an employee does not possess the necessary qualifications to render satisfactory service in the position held or when removed during probation.
- C. When an employee voluntarily requests such demotion. All demotions must receive the approval of the Town Administrator, and if the employee is demoted unwillingly, an appeal may be filed under § 189-12 of this chapter. The employee shall also receive notice of the appeal procedure provided under these personnel rules and regulations.

§ 189-10. Dismissal.

- A. An employee may be dismissed whenever, in the judgment of the Town Administrator, the employee's work or conduct so warrants. Reasons for dismissal may include but shall not be limited to:
 - (1) Under the influence of intoxicating beverages or drugs.
 - (2) Dishonesty.
 - (3) Drunkenness.
 - (4) Recklessness on the job.
 - (5) Theft.
 - (6) Inefficiency.
 - (7) Habitual tardiness.
 - (8) Misconduct.
 - (9) Unprofessional attitude which adversely influences or affects other employees or the conduct of Town business.¹
 - (10) Conviction for felony.
 - (11) Failure to obey a reasonable order, either verbal or written.
 - (12) The use of abusive language toward a superior, elected official or the general public.
 - (13) Fraudulently obtaining any form of leave.
 - (14) Failure to settle just debts.
 - (15) Accepting a gift or gratuity greater than \$25 in value for the performance of official duties.²
 - (16) The use of Town vehicles for private use.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- B. The Town Administrator, with the Mayor's approval, may discharge an employee from the service of the municipality for any of the above-stated reasons. The employee shall be given written notice of the reasons for discharge and of the appeal procedure under § 189-12 of this chapter.

§ 189-11. Disciplinary action.

- A. Whenever an employee's performance, attitude, work habits or personal conduct at any time falls below a desirable level, the Town Administrator shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.
- B. Reprimand. In situations where an oral warning has not resulted in expected improvement, a written reprimand shall be sent to the employee, and a copy shall be placed in the employee's personnel folder.
- C. Suspension.
- (1) An employee may be suspended without pay by the Town Administrator for reasons of misconduct, negligence, inefficiency, insubordination, unauthorized absence, unauthorized use of a Town vehicle or other justifiable reasons when alternate personnel actions are not appropriate.
 - (2) If an employee is suspended, a notice shall be sent informing the employee of the appeal procedure provided under § 189-12 of this chapter.

§ 189-12. Appeals procedure.

- A. Appeals from position, pay, dismissal, demotion and suspension shall be made by an employee by applying in writing within three working days from the date of such action to the Town Administrator. The Town Administrator shall hold a private hearing within three working days after such request for an appeal has been made by an employee. The hearing will be closed, with the employee and the department head present. The employee may be represented by counsel at his own expense. If the employee is represented by counsel, then the Town may have counsel present. The Town Administrator shall render a decision in writing within three working days after the hearing.
- B. If the employee wishes to appeal the decision of the Town Administrator, it shall be so transmitted in writing, within three working days of the decision, to the Mayor and Town Council. The Town Council shall consider the appeal within five working days and submit its decision, which action shall be final.

§ 189-13. Employee conduct.

- A. Attendance. No employee of the Town of Brentwood shall be absent from duty without permission. Any absence of an employee from duty, including the absence for a single day or part of a day, which is not authorized under the provisions of these rules, shall be reported to the Town Administrator for action. Any such absence may be cause for disciplinary action. Any employee who absents himself without authorization shall forfeit all compensation for the period of such absence.
- B. Political activity. Any employee may take part in political movement or actively support candidates for office as an individual citizen, except in the Town of Brentwood elections. In Town elections, he shall not take part in any political movement nor actively support any candidate in any manner other than by casting his own ballot.

- C. Gifts and gratuities. No officer or employee of the Town shall solicit or accept for himself or his family favors, benefits, gifts or gratuities in violation of the Code of Ethics.³
- D. Outside employment. Employees shall advise the Mayor and Town Council through the Town Administrator of outside employment. Such employment shall not be inconsistent with his/her duties and must be approved by the Mayor and Town Council.
- E. Training. Both the Town and its employees profit from the provision of educational training opportunities at reasonable expense to the Town. Accordingly, the Town Administrator is authorized to reimburse employees for tuition fees and required textbooks upon satisfactory completion, with a grade of C or better, of a course directly related to his/her official duties, provided that prior approval is granted by the Mayor and Town Council to take the course.

§ 189-14. Work schedules.

- A. Regular workday. For full-time employees, a workday is any eight-hour period, excluding mealtimes.
- B. Regular workweek.
 - (1) A full-time employee shall be an employee of the Town of Brentwood who works a minimum of 40 hours per week.
 - (2) A part-time employee shall be an employee who is scheduled for less than the regular workweek and being utilized by the department on an as-needed basis and paid at a stipulated hourly rate.
 - (3) Paid holidays shall be counted as part of the regular workweek in computing an employee's compensation.

§ 189-15. Specific hours of work.

- A. Town Administrator. The basic workweek for the Town Administrator shall be those hours necessary to carry out his/her respective responsibilities.
- B. Office staff. Working hours for the office staff shall be from 9:00 a.m. to 5:00 p.m.
- C. Maintenance employees. Working hours for all Town maintenance employees shall be from 7:30 a.m. to 4:00 p.m.
- D. All other employees. Working hours for all other employees shall be those hours set by the Town Administrator for an eight-hour day, 40 hours per week.
- E. Time allowed for meals shall not be considered part of the normal workweek. The supervisor, at his discretion, may authorize one fifteen-minute break in the morning and one fifteen-minute break in the afternoon during the normal working day.

§ 189-16. Overtime compensation; compensatory leave.

- A. Full-time maintenance employees shall be authorized cash payment for overtime work.
- B. Contract workers and office personnel shall not be eligible for actual compensation for work performed beyond their normal responsibilities but may be granted compensatory leave. The rules regarding compensatory leave are as follows: **[Amended 11-21-2005 by Ord. No. 2005-3]**

3. Editor's Note: See Ch. 86, Ethics, Code of. Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- (1) Compensatory leave shall be earned in straight time and shall be earned in one-hour increments. Therefore, if a worker works an hour beyond his or her regular responsibilities, he or she shall be granted an hour of compensatory leave.
- (2) Compensatory leave must be used within 60 days of accrual.⁴

§ 189-17. Paid holidays. [Amended 4-21-1986; 11-5-1990]

- A. Holiday leave is paid leave for full-time employees on the following days designated as official holidays:

New Year's Day
Dr. Martin Luther King Jr.'s Birthday
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

- B. All legal holidays observed by the Town of Brentwood will be observed on the same dates as observed by the Federal Government. **[Amended 3-18-1991]**

§ 189-18. Telephone usage.

- A. The telephone is paid for by the Town of Brentwood and is to be used for business purposes only. Personal calls should be made during lunch or during the fifteen-minute break periods. Personal calls should be kept to a minimum. Employees who make toll calls for personal reasons will be required to reimburse the Town for such calls.
- B. A phone log shall be kept by each department and turned in to the Clerk at the end of each month.

§ 189-19. Use of Town equipment.

- A. All Town-owned equipment shall be used properly and with good judgment and care.
- B. Town-owned vehicles shall be maintained in a clean and orderly condition.
- C. All Town-owned vehicles shall be assigned a driver, and it shall be the responsibility of that driver to perform maintenance on that vehicle on a daily basis.
- D. All Town-owned vehicles shall be washed once a week.
- E. A gas log on each vehicle shall be kept by the superintendent.

4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- F. Any defective part or condition observed should be corrected as soon as possible, if minor, or reported to the supervisor.
- G. The Town of Brentwood will not be responsible for fines incurred by an employee while driving a Town vehicle.
- H. Negligent and repeated misuse of tools and equipment is cause for disciplinary action.

§ 189-20. Personal injury accidents.

All personal injury accidents, regardless of the extent or circumstances, incurred while on the job must be reported to the supervisor within 24 hours. In the event of personal injury, it is the duty of the supervisor or other person in charge to cause the injured person to be examined by a doctor if the injury so warrants it.

§ 189-21. Safety precautions.

- A. All maintenance employees shall wear safety vests while performing work on Town roads, picking up trash, etc.
- B. Employees are asked to exercise good judgment and caution in their work. No job is so important that time cannot be taken to perform it safely.
- C. An employee shall think about the job he/she is doing. Employees shall be aware of hazards.
- D. Employees shall be provided with proper safety equipment and shall understand the equipment before using it.
- E. Employees shall observe safety rules where they exist. If none exist, employees shall use common sense.
- F. It is the responsibility of each employee to perform his/her job safely.

§ 189-22. Leaves of absence.

- A. Annual leave. Employees and contract workers shall be granted one day annual leave, with pay, per month, starting from the first full day of employment. The rules regarding annual leave are as follows: **[Amended 11-21-2005 by Ord. No. 2005-4]**
 - (1) No employee shall be eligible to take annual leave until he has completed his ninety-day probationary period, although said leave shall be accumulated during the probationary period.
 - (2) Any employee wishing to take annual leave must request it from his supervisor at least one day in advance and preferably one week in advance. Emergency annual leave may be requested by telephone and approved by the supervisor.
 - (3) Each employee shall be allowed to carry five days' annual leave over into the following year.
 - (4) Leave shall be accredited to the employee on the last day of each month, and no leave will be granted until earned.
 - (5) Upon leaving Town service, each employee shall be able to be paid for unused annual leave.
 - (6) Leave shall be used in not less than four-hour increments.

- (7) A supervisor must show cause for refusal of any leave request.
 - (8) Full-time employees or full-time contract workers who work less than full time shall accrue annual leave on a pro-rated basis commensurate with the time actually worked. **[Amended 11-21-2005 by Ord. No. 2005-4]**
- B. Maternity leave. Maternity leave is not considered sick leave because it is a physical condition under the control of an employee. During her period of pregnancy, an employee may use sick leave, if accrued, for brief periods of illness, up to a maximum of 15 days for the period of pregnancy. When pregnancy has progressed to a stage which interferes with the employee's ability to work efficiently, she shall be placed on maternity leave for the balance of her pregnancy and for a period not to exceed three months from the date pregnancy is terminated. No payment will be made for maternity leave.
- C. Military leave. Any employee who is a member of any military reserve or National Guard unit and is required to engage in training exercises will be granted military leave not to exceed 15 days per year. Military leave will not be deducted from any other leave earned by the employee. No payment will be made by the Town for military leave.
- D. Jury leave. Any employee called upon for jury duty will be granted jury leave. Jury leave will not be deducted from any other leave earned by the employee.
- E. Sick leave. Full-time employees and full-time contract workers shall be entitled to 1 1/4 days of sick leave for personal illness per month. **[Amended 11-21-2005 by Ord. No. 2005-4]**
- (1) The accumulation of days of sick leave shall not exceed 200 days.
 - (2) The accumulation of sick leave shall be effective January 1, 1968, and sick leave accumulated as of that date shall be carried forward.
 - (3) Sick leave shall be accredited at the end of each month.
 - (4) No sick leave shall be taken until earned.
 - (5) Sick leave shall begin at the time of employment.
 - (6) Sick leave can be used on an hourly basis.
 - (7) A doctor's certificate shall be required before returning to work after an employee has been on sick leave more than three working days.
 - (8) A doctor's certificate may be required any time the supervisor feels sick leave is being abused.
 - (9) A request for sick leave must be made to the supervisor prior to the employee's regular starting time.
 - (10) Disciplinary action can be taken against employees abusing the sick leave policy.
 - (11) Upon retirement after 15 years of service with the Town of Brentwood, an employee shall receive payment for 1/5 of his/her unused sick leave. A person retiring on disability would be eligible for such payment after five years of service with the Town of Brentwood. An employee would be eligible to receive such reimbursement only once during his period of employment with the Town of Brentwood. This payment would be based upon the salary of the final year of employment.
 - (12) Full-time employees or contact workers who work less than full time shall accrue sick leave on

a pro-rated basis commensurate with the time actually worked. **[Added 11-21-2005 by Ord. No. 2005-4]**

- F. Family leave. The Family and Medical Leave Act (FMLA) is a federal law applicable to state employees covered by the State Personnel Management System. It provides for up to 12 weeks of unpaid leave during any twelve-month period for the following:⁵
- (1) For the birth and care of the newborn child of an employee;
 - (2) For placement with an employee of a son or daughter for adoption or foster care;
 - (3) To care for an immediate family member (spouse, child or parent) with a serious health condition; or
 - (4) To take medical leave when the employee is unable to work because of a serious health condition.
- G. Death leave.
- (1) On the death of a child, parent or legal guardian, parent-in-law, brother, sister, husband or wife, such employee shall be allowed three consecutive calendar days of absence from work without loss of salary. One of the three days must be the day of the funeral or interment.
 - (2) The employee will be required to submit to his immediate supervisor a written statement specifying the date of the funeral.
 - (3) Any exceptions to the above may be made by applying to the Town Administrator, whose decision shall be final.
- H. Leave of absence without pay. The Town Administrator may grant requests for leave of absence without pay for periods not to exceed two months when such leave is for a valid purpose and when reinstatement of the employee is in the best interest of the Town. Leave of absence without pay will start after the employee has exhausted all annual leave.
- I. Official leave. The Town Administrator may grant official leave with pay to employees attending professional meetings, technical conferences, short-term courses in matters related to official duties and for other valid purposes. Official leave will not be deducted from any other leave earned by the employee.
- J. Workers' compensation leave. Any employee absent from duty due to an accidental injury having arisen out of and in the course of employment and which qualifies the employee for workers' compensation benefits shall be granted workers' compensation leave during the period of disability, not to exceed 20 duty days. Any employee who receives benefits under the Workers' Compensation Act shall pay over to the Town any temporary total disability benefits received from the Town's insurance carrier attributable to the time period in which the employee receives or has received workers' compensation leave from the Town. The Town Administrator may require sufficient documentation of disability from the employee's physician during this period of time. If the Town Administrator determines that the employee's injury is not a compensable one under the workers' compensation laws of Maryland, the employee may not be granted workers' compensation leave, but may use any sick leave or annual leave available to him or her. In the event that the injury is ultimately determined to be compensable, the employee may elect to utilize workers' compensation leave, and

5. Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

any sick leave or annual leave taken by the employee during the twenty-day period described herein shall be credited back to the employee, and the leave time shall be treated as workers' compensation leave, upon payment to the Town of the employee's temporary total disability benefits received for the applicable time period. Annual leave and sick leave will continue to accrue while the employee is absent due to a compensable workers' compensation injury. **[Added 7-6-1992]**

§ 189-23. Classification Plan.⁶

The Classification Plan provides an inventory of all positions in the Town service and a description of each position. The Classification Plan is on file at the Town Clerk's office.

§ 189-24. Pay plan.

- A. Pay for part-time work. Whenever an employee works for a period of less than the regularly established number of hours per week, the amount of pay shall be apportioned to the time actually employed.
- B. Method of payment. An hourly employee shall be paid for the actual number of hours worked during each pay period. Salaried employees shall be paid an annual rate divided by the number of pay periods per year. When absent on authorized sick or annual leave, each employee shall be paid at the regular rate. An employee who leaves service shall be paid for all unused annual leave. **[Amended 12-16-1991]**
- C. Temporary rates. An employee who is hired on a seasonal or limited-term basis shall be paid at the minimum rate for that position.

§ 189-25. Reimbursement for personal expenses.

- A. Use of privately owned vehicle. The current standard mileage rate established by the Internal Revenue Service will be paid for the use of privately owned vehicles used by full-time employees on official business for the Town of Brentwood. Authorization for the use of a privately owned vehicle must be made by the Town Administrator.⁷
- B. Payment shall be made upon the submission of mileage records approved by the Town Administrator.

§ 189-26. Performance evaluations.

- A. The performance of each employee shall be regularly evaluated by the department head. The performance of each employee may also be evaluated by the Town Administrator and/or Mayor.
- B. Preparation of report. Prior to the preparation of the report, in writing, the department head shall discuss with the employee his rating, going over in detail each item on which a rating is given. Each employee shall be given a copy of his/her performance evaluation report after its preparation.
- C. Frequency of reports. Reports shall be submitted at least twice each year for employees, but special reports may be submitted by the department head any time there is evidence that performance has changed significantly. During the probationary period, the department head shall rate the employee more frequently than the minimum requirement.

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

7. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- D. Uses of performance evaluation reports. Performance evaluation reports shall become part of the official employee records (personnel folder) and will be used in connection with pay increase, promotion, layoff, demotion or removal.
- E. Confidentiality. Performance ratings shall be confidential. Employee salary increases shall be judged on merit and not by across-the-board budget items.

§ 189-27. Employee suggestions.

Employees are urged to make any suggestions with regard to working conditions, pay, fringe benefits and any other matter which relates to their employment by the Town. These suggestions should be in writing and addressed to the Town Administrator.

§ 189-28. Public relations.

As employees of the Town of Brentwood, all employees represent the Town government to the public and share the responsibilities for building good public relations. By performing efficiently and accurately in his/her daily work, an employee contributes to the Town's success. By exercising courtesy and alertness in all direct dealings with the public, an employee influences the Town's prestige and upholds its goal of continued service to the community.

Town of Brentwood

August 28, 2025



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1.Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Agency. Employment with Town of Brentwood is "AT-WILL." This means employees or Town of Brentwood may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Town of Brentwood for any set period of time.

The Agency has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to Town of Brentwood! We are pleased with your decision to join our team.

Town of Brentwood is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Agency.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Human Resource Manager.

Welcome aboard. We look forward to working with you!

Sincerely,

The Human Resource Manager

1.3 Changes in Policy

Change at Town of Brentwood is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Town of Brentwood, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Human Resource Manager.

1.4 Employee Acknowledgment of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that Town of Brentwood may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by Town of Brentwood management.

I understand that I became an employee of Town of Brentwood voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Agency may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee signature:

Printed Name:

Date:

Agency Representative:

2. General Employment

2.1 At-Will Employment

Employment with Town of Brentwood is "at-will." This means employees are free to resign at any time, with or without cause, and Town of Brentwood may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Town of Brentwood for any set period of time. The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Town of Brentwood, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Town of Brentwood and any of its employees.

2.2 Immigration Law Compliance

Town of Brentwood is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Town of Brentwood within the past three years, or if their previous I-9 is no longer retained or valid. Town of Brentwood may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Town of Brentwood provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity (Maryland Employees)

Town of Brentwood is an Equal Opportunity Employer. Employment opportunities at Town of Brentwood are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- National origin
- Marital status
- Age
- Veteran status
- Disability
- Gender identity
- Genetic information
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Town of Brentwood strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Town of Brentwood will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of Town of Brentwood to maintain a harmonious workplace environment. Town of Brentwood encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Human Resource Manager. After receiving a written grievance, Town of Brentwood may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with Town of Brentwood's Sexual and other Unlawful Harassment Policy. Town of Brentwood assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within Town of Brentwood is essential. As such, the Agency maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Town of Brentwood uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Town of Brentwood. Unless an alternative work schedule has been approved by Town of Brentwood, employees will be subject to the Agency's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. Town of Brentwood's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Town of Brentwood's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Town of Brentwood will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Agency or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and

including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Human Resources directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Town of Brentwood will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Human Resource Manager or any state or local agency responsible for investigating alleged violations.

2.8 Staff Meetings

Town of Brentwood strongly believes in open communication among management and all employees. As such, Town of Brentwood will conduct quarterly staff meetings. These meetings will provide an opportunity to inform employees of recent Town of Brentwood activities and initiatives, discuss project development and improvement, and recognize employees for outstanding effort and achievement. A memo will be distributed to all employees required to attend, specifying the time, date, location, and specific purpose for the meeting. Town of Brentwood reserves the right to postpone or cancel such staff meetings at its discretion.

2.9 Open Door Policy

Town of Brentwood welcomes the opportunity to discuss business-related concerns and suggestions. To this end, it is our policy to maintain an open door to our employees. Employees should feel free to discuss any questions, problems, complaints or suggestions with their supervisors or any member of management.

2.10 Employee Badges

NEW/RECOMMENDED Town of Brentwood requires all employees to wear employee identification badges. Upon hire, employees will be issued a badge for the purpose of identifying employees of Town of Brentwood. Your employee identification badge will also allow you to gain entrance into Town of Brentwood facilities. Each badge will contain a color photo of the employee as well as the employee's name and department.

Contract or temporary employees who expect to be on Town of Brentwood property for more than two weeks must also obtain and wear an employee identification badge.

Badges must be worn prominently on the outer clothing. Town of Brentwood will provide a clip, chain, or lanyard for employee to wear their badge.

Employee badges are the sole responsibility of the employee. There will be a \$20 replacement fee if the badge is lost. All badges must be returned to the Human Resource Manager upon the employee's separation from the Agency.

2.11 Employment of Relatives

Town of Brentwood hires employees based on their experience, skills, and qualifications. Employees with family members interested in working for Town of Brentwood must apply through the normal channels. Special consideration will not be given to employees' relatives.

Although the employment of relatives is permitted, hiring a relative of an employee into a role that would place him or her as the employee's supervisor or subordinate is prohibited. Relatives cannot be in a position in which they can influence decisions regarding the status of employment, promotion, or compensation affecting another relative.

In order to reduce potential conflict of interest, applicants will not be considered for employment in a position in which they would be subject to supervision by a relative.

2.12 Conflict of Interest

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of the Agency. Town of Brentwood employees have a responsibility to avoid any real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but is not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision or have business dealings on behalf of Town of Brentwood that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may also occur when an employee has financial interest in a business or venture that may be in conflict with Town of Brentwood's interests.

While Town of Brentwood does not automatically assume that there is a conflict of interest when an employee has a relationship with another company, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions or concerns regarding this policy should be directed toward your supervisor or the Human Resource Manager.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

Job Descriptions:

All positions are defined according to the duties, responsibilities, level of difficulty and the minimum qualification of training and experience and other qualifications felt necessary for entry into the various classes.

For purposes of salary administration and eligibility for overtime payments and employee benefits, Town of Brentwood classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Town of Brentwood or if your job responsibilities change, you will be informed by the Human Resource Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time: Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Town of Brentwood's benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular workday - For full-time employees, workday is any 8 hour period , excluding lunch or mealtimes.

Part-Time: Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some Town of Brentwood benefit programs, subject to the terms, conditions, and limitations of each benefit program.

A part-time employee shall be an employee who is scheduled for less than the regular workweek and being utilized by the department on an as needed basis and paid a stipulated hourly rate.

Paid holidays shall be counted as part of the regular workweek in computing and employee's compensation.

Temporary: Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Town of Brentwood Management, of a change.

Seasonal: Seasonal employees are employees who are hired for a specific project of short duration and who are not eligible for benefits under these personnel rules and regulations.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Human Resource Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Human Resource Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)

- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

Town of Brentwood reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Human Resource Manager.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Human Resource Manager for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by Town of Brentwood. In most cases, Town of Brentwood will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by Town of Brentwood for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with Town of Brentwood, shall provide Town of Brentwood with at least two weeks of written notice. Such notice is intended to allow the Agency time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Town of Brentwood is based on mutual consent, both the employee and Town of Brentwood have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Town of Brentwood shall return all files, records, keys, and any other materials that are the property of Town of Brentwood.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Human Resource Manager.

3.5 Reference Checks

It is Agency policy to provide limited references with respect to employees who have left the Agency. Town of Brentwood

will respond to reference check inquiries from other employers, however no employment data will be released without the written authorization of the individual who is subject of the inquiry. Responses to such inquiries will confirm only dates of employment and position held.

Employees who receive a request for a reference for a current or former employee should refer the request to the Human Resource Manager. Violations of this policy may lead to discipline up to and including termination.

4. Working Conditions & Hours

4.1 Company Hours

Town of Brentwood is open for business from Monday - Friday 9 AM to 5 PM. This excludes holidays recognized by Town of Brentwood. The standard workweek is 40 hours, excluding lunch break.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Basic Work Schedules:

Town Administrator - The basic workweek for the Town Administrator shall be hours necessary to carry out his/her respective responsibilities.

Office Staff - Basic work hours are 9:00am to 5:30pm

Public Works - Basic work hours are 7:00am to 3:30pm

Town Administrator has authorize to adjust and set work schedules..

Police Dept - Chief of Police sets and assigns schedules with authorizations to adjust as needed for police and code officers.

Code Office - Basic hours are 8:30am to 5:00pm

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Town of Brentwood Mayor.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Parking

Town of Brentwood provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Town of Brentwood.

4.4 Workplace Safety

Town of Brentwood is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Town of Brentwood and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Human Resources

4300 39th Place, Brentwood, MD 20722

(301) 927-3344 Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Town of Brentwood expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Human Resource Manager.

4.5 Security

The purpose of Town of Brentwood's security policy is to protect Agency assets and to maintain a safe working environment for all employees.

Facility Access: All regular Town of Brentwood employees will be issued a key to gain access to Town of Brentwood facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from Town of Brentwood, and at any other time upon Town of Brentwood's request, all keys must be returned to your supervisor.

Closing Procedures: The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not permitted on company property after hours without prior written authorization from the Human Resource Manager.

4.6 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 10 minutes will be paid. Break periods lasting longer than 10 minutes will be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. Full-time employees will have an automatic meal deduction of 30 minutes for each day worked.

Town of Brentwood reserves the right to schedule meal and break periods in order to accommodate Agency operating requirements.

4.7 Break Time for Nursing Mothers

Town of Brentwood accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Agency will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Human Resource Manager.

4.8 Telecommuting/Remote Work

Town of Brentwood is committed to meeting the needs of our employees and will support flexible work arrangements where possible. As such, telecommuting arrangements may be made on an as needed basis or established as part of a regular schedule.

Although we promote flexible working arrangements, we expect and encourage employees to spend time working in the office as much as possible. This ensures employees are easily accessible to clients and customers, and helps maintain teamwork and collaboration .

All telecommuting arrangements require written approval from the employee's supervisor and Mayor. The following guidelines should be followed:

- Employees should make arrangements with their supervisor at least one week prior to telecommuting.
- Employees must provide contact information and remain easily accessible during scheduled work hours.
- Employees are expected to be focused on Town of Brentwood business throughout the workday, to the same extent as when they are at the worksite.
- Employees must complete their work assignments, and communicate with their supervisor and others regularly and as needed, to the same extent as when they are at the worksite.
- Employees must contact their manager as soon as possible when losing internet connectivity.
- Employees must have a dedicated space for work that is free of safety hazards and distractions.
- Employees who work remotely are expected to abide by the same rules that apply to the workplace during work hours, including rules that apply to alcohol and drug use.
- During virtual meetings, employees are:
 - Expected to follow the dress code that would apply if they worked at the worksite.
 - Encouraged to use video and to mute audio when not speaking.
 - Discouraged from eating while their video or audio is turned on.

Town of Brentwood's timekeeping guidelines and rules apply to remote work as they do for work at the worksite. For fully remote employees, the wage and hour laws of the state in which the home office is located will apply.

All hardware (laptops, tablets, other) provided for remote work is the property of Town of Brentwood. Wherever possible, Town of Brentwood hardware should not be taken out of an employee's remote work location, nor should it be lent to, or accessed by, anyone but the employee.

Employees who work remotely on a full-time basis may be required to visit or work in an office or other locations for meetings, training classes, seminars and events as required by their managers. They may also be required by their managers to work periodically at an office (or other location) to meet business requirements. Failure to report to the office or other assigned locations as required could result in revocation of the remote work arrangement and/or discipline, up to and including termination of employment.

This policy is not intended to diminish or replace any entitlement employees have to a flexible work arrangement under federal, state or local laws. While the Town of Brentwood does not guarantee that your telecommuting request will be granted, the Agency will abide by all applicable laws when reviewing telecommuting requests.

Questions regarding this policy should be directed to your immediate supervisor or to the Human Resource Manager.

4.9 Theft Prevention

In order to protect the assets of Town of Brentwood as well as employees' personal property, all employees will be required to follow the theft prevention guidelines included herein. Theft prevention cannot be handled in a constructive manner unless all employees make it their responsibility to protect Town of Brentwood assets.

Town of Brentwood will take all appropriate measures to protect employee and company assets, including but not limited to:

- Utilizing electronic surveillance in accordance with all applicable laws
- Conducting regular audits of Agency assets
- Limiting access to supply and storage areas
- Searching employee work areas at management's discretion
- Requiring written management approval for removing Town of Brentwood property from Agency premises
- Strictly enforcing all policies relating to the opening and closing of the Agency's facilities
- Thoroughly investigating all suspected thefts

Workplace Investigations:

Town of Brentwood reserves the right to use any lawful method of investigation which in its sole discretion it deems reasonable and necessary to determine whether an employee has engaged in conduct warranting disciplinary action.

Whenever Town of Brentwood has reason to believe an employee has stolen from the Agency or from another employee, an investigation will take place. When this occurs, you will be notified that you are under investigation. Management reserves the right to suspend employees pending the results of an investigation and will use its discretion in making such a decision.

Any employee who is asked by management to submit to such a search or investigation is to cooperate. Failure to do so may lead to discipline, up to and including termination of employment. In addition, providing falsified information during the course of an investigation may lead to discipline, up to an including termination of employment. The results of an investigation will be made available only to those employees with the need to have access to such information.

If it has been found that an employee has stolen from the Agency, a co-worker, client or customer, the employee will be subject to immediate termination and may face criminal charges.

All employees who know or observe improper or wrongful conduct are to contact their direct supervisor or any management-level employee. All managers have a responsibility to act on such information. Town of Brentwood will not tolerate any form of retaliation against any employee for making a report, or participating in an investigation, of any suspected improper or wrongful conduct.

All employees who fail to report improper or wrongful conduct, and managers who fail to act, are subject to discipline, up to and including termination of employment.

4.10 Infectious Disease Control Policy

The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors during the current public health emergency.

Nondiscrimination:

Town of Brentwood will not discriminate against any job applicant or employee based merely on the fact the individual has a wide-spread bacterial or viral infectious disease. However, Town of Brentwood reserves the right to to minimize, to the extent practicable, exposure to infectious diseases in the workplace; and may recommend measure that employees can take to protect themselves outside the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

Leave of Absence:

Town of Brentwood expects employees who contract an infectious disease or are exposed to infected family members or other persons to stay home and seek medical attention if needed. Employee's should also notify their supervisor as soon as possible of their exposure or illness. is committed to providing paid leave to employees as required by law or company policy. For the purpose of this section, Leave of Absence will be granted and return to work authorization from a medical provider is required. Please contact the Human Resource Manager at HR@brentwoodmd.gov with questions

Workplace Safety:

Town of Brentwood from time to time, may adopt or recommend the following practices to minimize potential exposure of employees to infectious disease in our workplace.

- Wear masks or cloth face coverings (see below).
- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

Prevention (by order of HR):

Stay Home if Sick: Do not come to work when feeling ill.

Face Coverings at Work: Town of Brentwood will provide masks or face coverings to employees, if required to reduce transmission of an infectious disease.

Personal Protective Equipment (PPE): Town of Brentwood may provide PPE, such as face shields, hand sanitizer and respirators.

Employees that cannot wear a mask, face covering, or other PPE due to a medical condition or religious belief should notify the Agency. Town of Brentwood may be able to provide a reasonable accommodation, unless it would impose an undue hardship on the company. If you have questions about reasonable accommodations, please contact Human Resource Manager at HR@brentwoodmd.gov.

Unless prohibited by state or local rules, in workplace settings where employees are working alone (such as a private office) with little or no expectation of in-person interruption, employees may remove their masks or face coverings. However, employees must still wear a mask or face covering from the time they enter the building until the time they arrive at their work station and at any time they are leaving their work station and moving around common areas. Employees should contact the Human Resource Manager at HR@brentwoodmd.gov to verify state and local rules that allow for this exception and whether their situation qualifies as working alone.

Note: Employees must maintain social distancing even when wearing a mask or face covering.

Report Potential Exposure:

Employees should notify their supervisor or the Human Resource Manager if they have been in contact with someone with an infectious disease, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak or their state considers "high risk," the employee should notify their supervisor or the Human Resource Manager as well. These employees may be asked to isolate/work from home for a period of time recommended by CDC.

Provide Notice of Absences:

Employees who will be absent from work should generally follow Town of Brentwood's regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. Where allowed, Town of Brentwood may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. Town of Brentwood will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

Visitors:

There should be no visitors to the workplace unless it is mission-critical, and the meeting cannot be conducted virtually.

Work-Related Travel:

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for infectious disease (i.e. COVID) symptoms before starting or after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

Personal Travel:

Employees must report any personal travel plans, whether domestic or international, to their supervisor before departure. Employees have a responsibility to stay up to date with federal, state, and local travel restrictions and comply with any applicable quarantine requirements. Depending on the situation, Town of Brentwood may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

Working from Home:

Agency will follow guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home, and has the ability to perform their job away from Town of Brentwood premises, they should contact their supervisor. They do not need to disclose their health information. Requests will be handled on a case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant

- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisors may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during any CDC/health department recommended isolation period if applicable.

Retaliation Prohibited:

Town of Brentwood will not take adverse action against an employee for exercising their rights under applicable laws.

If you have questions about this policy, contact your supervisor or the Human Resource Manager.

4.11 Recycling

Town of Brentwood promotes an environmentally-friendly workplace. As such, we ask employees to contribute to our eco-friendly attitude by doing their part for the environment.

Recycling canisters are located in the break room and the area near the copier for paper products and glass and aluminum items. Larger canisters are located outside Town of Brentwood facility in the rear of the parking lot for the recycling of large-scale items.

Town of Brentwood asks that all employees take advantage of our complimentary recycling program.

5.Employee Benefits

5.1 Health Insurance

Town of Brentwood's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses. Eligible employees may elect to begin health insurance benefits Immediately.

This policy provides a summary of the benefits which may be provided at the Agency's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Town of Brentwood, as well as copies of the plan documents, contact the Human Resource Manager.

5.2 Life Insurance

An important facet of your benefits at Town of Brentwood is your life insurance. Employees may also purchase additional protection at preferred rates, above and beyond what is covered by your plan. Eligible employees may elect to begin life insurance benefits after 3 months of continuous service. Upon attaining eligibility for Town of Brentwood's life insurance coverage, employees will be asked to designate a beneficiary. You may request a change in beneficiary at any time.

This is just an outline of Town of Brentwood's life insurance policy. For additional details, contact the Human Resource Manager for a complete explanation of plan coverage.

5.3 Retirement and Pension Plan

Town of Brentwood employees have the opportunity to participate in a company-sponsored retirement plan Immediately. Full-time employees only are eligible to participate in the plan.

This policy provides a summary of the benefits which may be provided at the Agency's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through Town of Brentwood, as well as copies of the plan documents, contact the Human Resource Manager.

Town of Brentwood participates in the Maryland State Retirement Plan. Participation is mandatory and employee contributions are in accordance with the requirement set by the State of Maryland. Current employee contribution rate is 7% of base salary. Employees can visit the Maryland State Retirement Administration website at <https://sra.maryland.gov> for more information and plan details.

5.4 Holidays

Town of Brentwood observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Due to the nature of our business, Town of Brentwood may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.5 Vacation Time

Paid vacation is available to regular full-time and regular part-time employees following 3 months of service with Town of Brentwood and is provided based on the following calculations:

- During the first two years of employment, vacation time will be earned at the rate of 1.5385 hours per pay period worked or 1 week a year.
- During the third through fifth years of employment, paid vacation time will be earned at the rate of 3.077 hours per pay period worked or 2 weeks a year.
- During the sixth and following years of employment, vacation time will be earned at the rate of 4.6154 hours per pay period worked or 3 weeks a year.
- Paid vacation time of part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the number of hours scheduled to work.

Example: New Hire Employee "A"; scheduled to work 25 hours per week or 50 hours bi-weekly

- $50 \text{ biweekly part-time hours} / 80 \text{ biweekly full-time hours} = .625$
- $1.5384 \text{ (FT accrual rate)} \times .625 = .9615 \text{ (PT accrual rate)}$
- $\text{Earned annual vacation equals rate of } .9615 \times 26 \text{ pay periods} = 25 \text{ hours}$

Earned vacation leave cannot be taken before it is accrued without written authorization from your supervisor. Vacation may be taken in half-day increments of time.

Unused accrued vacation time up to a maximum of 30 days will rollover at the end of the calendar year.

No more than one week of vacation may be taken at one time, unless request is made in writing and receives approval from the Mayor. Request for one week or less should be submitted at least a week in advance. Requests for more than one week of vacation should be submitted in writing at least sixty 60 days prior to the beginning of the requested vacation period.

Questions surrounding this vacation policy should be directed to your supervisor or Human Resource Manager.

5.6 Sick Leave

Town of Brentwood provides its employees with protection against complete loss of income for absence from work due to bona fide illness.

Paid sick leave is available to regular full-time employees immediately upon hire with the Town of Brentwood and is provided based on the following calculations:

- Upon hire, employees are eligible for 7 paid sick days per year. Accrued at 2.1539 hours per pay period.
- After 2 years and up to 5 years of continuous service, employees are eligible for 10 paid sick days per year. Accrued at 3.077 hours per pay period.

- After 5 years and up to 10 years of continuous service, employees are eligible for 12 paid sick days per year. Accrued at 3.6924 hours per pay period.
- After 10 years of continuous service, employees are eligible for 15 paid sick days per year. Accrued at 4.6154 hours per pay period.

Part-time employees will accrue sick leave on a fractional basis that meets or exceeds the requirements set forth in the Maryland Healthy Working Families Act.

Unused sick time up to a maximum of 30 days will rollover at the end of the calendar year.

If you are absent 3 or more consecutive days because of illness, you may be asked to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work.

Request for sick leave should be submitted 1 week in advance. Employees are responsible for completing and submitting leave notices when they return from unexpected absences due to illness.

This policy is not intended to diminish or replace any entitlement employees have to paid sick leave under applicable law. Questions regarding this policy should be directed toward your supervisor or the Human Resource Manager.

5.7 Sick Leave (Maryland Employees)

Effective February 11, 2018, eligible employees are entitled to sick leave under the Healthy Working Families Act.

Eligible Employees:

Employees must regularly work 12 or more hours a week to be eligible. Certain types of employees are not covered by the Healthy Working Families Act. For information on whether you are eligible, please contact the Human Resource Manager.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for the following reasons:

- To care for the employee's or a family member's mental or physical injury or illness.
- To obtain preventive medical care for the employee or a family member.
- For maternity or paternity leave.
- For medical care, legal or victim assistance, or temporary relocation due to domestic violence, sexual assault or stalking committed against the employee or family member.

Employees must work for Town of Brentwood for 106 calendar days before they can use accrued sick leave. The use of accrued sick leave is limited to 64 hours in a year.

Accrual and Carryover:

Generally, employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 40 hours of paid sick leave in a year. Employees are generally entitled to carryover up to 40 hours of accrued, unused sick leave to the following year. However, total accrual is limited to 64 hours of sick leave.

Notice:

If the need for leave is foreseeable, employees must provide seven days' advance notice. Otherwise, employees must generally follow Town of Brentwood's regular reporting procedures for unscheduled absences. When an employee uses sick leave for more than two consecutive shifts, he or she may be asked to provide reasonable documentation of their need for leave.

Unpaid Leave:

The sick leave provided under this policy is unpaid unless Town of Brentwood averaged 15 or more employees per month in the preceding year.

Job Restoration:

Upon expiration of the leave, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

Town of Brentwood will not retaliate against, or interfere with, employees exercising their rights under the Healthy Working

Families Act.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or policies and your entitlement to leave under this policy, please contact the Human Resource Manager.

5.8 Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave:

Full-time and part-time employees

An immediate family member for purposes of Town of Brentwood's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling
- Same-sex partner

Eligible employees are entitled to 3 days paid time off for a death in the immediate family.

No

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, Town of Brentwood may require verification of the need for the leave.

5.9 Military Leave

Town of Brentwood grants employees time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Human Resource Manager.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Town of Brentwood complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Human Resource Manager.

5.10 Jury Duty Leave (Maryland Employees)

Town of Brentwood encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either Town of Brentwood or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

If the employee's service has lasted for four hours or more on the day of his or her appearance for jury duty, including travel time to and from court, the employee will not be scheduled to work between 5 p.m. on the day of his or her appearance for jury duty and 3 a.m. the following day.

Jury duty leave is unpaid; however employees may opt to use accrued paid time off for this purpose.

5.11 Workers' Compensation

Employees who are injured on the job at Town of Brentwood are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that Town of Brentwood can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Town of Brentwood. No premium is charged for this coverage and no individual enrollment is required. Town of Brentwood will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Human Resource Manager to obtain the required claim forms and instructions.

5.12 Voting Leave (Maryland Employees)

Town of Brentwood requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Town of Brentwood may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide Town of Brentwood with certification, such as a voter's receipt, to prove that he or she voted.

5.13 Pregnancy Disability Accommodation and Leave (Maryland Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, or related medical conditions may request a reasonable accommodation, including a reasonable period of leave, as is necessary based on their pregnancy disability.

Town of Brentwood will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Agency. Reasonable accommodations include, but are not limited to:

- Changing job duties or work hours
- Relocating the employee's work area
- Transferring the employee to a less strenuous or less hazardous position
- Providing mechanical or electrical aids
- Providing leave under the conditions in this policy

Employees should be prepared to provide the Agency with medical certification in order to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Agency will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resource Manager to discuss their need for reasonable accommodation or for questions regarding this policy.

5.14 Parental Leave (Maryland Employees)

Employees may be eligible to take up to 6 weeks of leave during a 12-month period as necessary for the birth of the employee's child or adoption or foster care placement of a child with the employee.

To be eligible for such leave, an employee must have:

- Completed at least 12 months of employment with Town of Brentwood and
- Completed at least 1,250 hours during the previous 12 months with Town of Brentwood.

To the extent possible, employees must provide 30 days' written notice of their need for leave under this policy. When the need for leave is not foreseeable, employees must provide as much notice as practical.

For the duration of parental leave, Town of Brentwood will maintain an eligible employee's coverage in a group health plan in the same manner as if the employee had continued employment. An employee returning from leave is generally entitled to the same position, or an equivalent position, with equivalent benefits, pay and terms and conditions of employment, as when the leave began.

Leave is unpaid; however, the Agency may require that employees use accrued paid time off for this purpose. Employees may also choose to use accrued paid time off during parental leave.

To the extent allowed by law, leave under this policy runs concurrently with leave provided under the Family and Medical Leave Act. For questions regarding leave, please contact your supervisor or the Human Resource Manager.

5.15 Company Credit Cards

Town of Brentwood may provide eligible employees with a Agency credit card or allow access to an agency credit card for job-related travel expenses and other purchases required for you to carry out your job duties.

All charges made to the Agency credit card should be tax exempt and be accompanied by a receipt for accounting purposes. Receipts should be provided to the Town Clerk and/or Treasurer for recordkeeping.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

5.16 Civil Air Patrol Leave (Maryland Employees)

Members of the Civil Air Patrol may be allowed a leave of absence of up to 15 days per calendar year to respond to an emergency service operation of the Maryland Wing of the Civil Air Patrol.

An employee requesting Civil Air Patrol leave must provide his or her supervisor with as much notice as possible. After arriving at an emergency location, the employee must provide Town of Brentwood with an estimate of the amount of time needed to complete the emergency mission. Any changes to this time must also be reported to Town of Brentwood.

Employees must be prepared to provide Town of Brentwood with certification from the proper Civil Air Patrol authority to verify the employee's eligibility for the Civil Air Patrol leave requested.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Civil Air Patrol leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.17 Temporary Flexible Work Arrangements

Town of Brentwood understands that, from time to time, employees may require a flexible work arrangement in order to adequately perform their job responsibilities. As such, we have created schedule modifications for which employees may be eligible.

Below are the flexible work arrangements available at Town of Brentwood:

- **Compressed workweek:** Employees are required to work their typically scheduled hours, but may do so in a shorter period of time. For example, an employee may work four ten-hour days each week rather than their typical five eight-hour days.
- **Flex-time:** Flex-time is designed to address the needs of employees who are unable to work during the Agency's typical hours of operation. Flex-time allows employees to work their required hours either earlier or later than the typical workday.
- **Telecommuting:** Although employees are encouraged to report to their work location whenever possible, we realize that there may be circumstances in which employees may not be able to make it in. When these instances do arise, employees may be permitted to work from home, but are required to check into the office regularly.

Employees that are unable to fulfill their normal scheduling demands may request one of the above schedule arrangements. All requests must be submitted writing to your supervisor and will be reviewed on a case-by-case basis.

This policy is not intended to diminish or replace any entitlement employees have to a flexible work arrangement under federal, state or local laws. While Town of Brentwood does not guarantee that your scheduling request will be granted, Town of Brentwood will abide by all applicable laws when reviewing requests for flexible work arrangements.

Questions regarding this policy should be directed toward your supervisor or the Human Resource Manager.

5.18 Paid Sick Leave (Maryland Employees)

Effective February 11, 2018, eligible employees are entitled to paid sick leave under the Healthy Working Families Act.

Eligible Employees:

Employees must regularly work 12 or more hours a week to be eligible. Certain types of employees are not covered by the Healthy Working Families Act. For information on whether you are eligible, please contact the Human Resource Manager.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for the following reasons:

- To care for the employee's or a family member's mental or physical injury or illness.
- To obtain preventive medical care for the employee or a family member.
- For maternity or paternity leave.
- For medical care, legal or victim assistance, or temporary relocation due to domestic violence, sexual assault or stalking committed against the employee or family member.

Employees must work for Town of Brentwood for 106 calendar days before they can use accrued sick leave. The use of accrued sick leave is limited to 64 hours in a year.

Accrual and Carryover:

Generally, employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 40 hours of paid sick leave in a year. Employees are generally entitled to carryover up to 40 hours of accrued, unused sick leave to the following year. However, total accrual is limited to 64 hours of sick leave.

Notice:

If the need for leave is foreseeable, employees must provide seven days' advance notice. Otherwise, employees must generally follow Town of Brentwood's regular reporting procedures for unscheduled absences. When an employee uses sick leave for more than two consecutive shifts, he or she may be asked to provide reasonable documentation of their need for leave.

Paid Leave:

The sick leave provided under this policy is paid unless Town of Brentwood averaged 14 or fewer employees per month in the preceding year.

Job Restoration:

Upon expiration of the leave, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

[Company Name] will not retaliate against, or interfere with, employees exercising their rights under the Healthy Working Families Act.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or policies and your entitlement to leave under this policy, please contact the Human Resource Manager.

5.19 Parental Leave (Maryland Employees)

Employees may be eligible to take up to 6 weeks of leave during a 12-month period as necessary for the birth of the employee's child or adoption or foster care placement of a child with the employee.

To be eligible for such leave, an employee must have:

- Completed at least 12 months of employment with Town of Brentwood; and
- Completed at least 1,250 hours during the previous 12 months with Town of Brentwood.

To the extent possible, employees must provide 30 days' written notice of their need for leave under this policy. When the need for leave is not foreseeable, employees must provide as much notice as practical.

For the duration of parental leave, Town of Brentwood will maintain an eligible employee's coverage in a group health plan in the same manner as if the employee had continued employment.

An employee returning from leave is generally entitled to the same position, or an equivalent position, with equivalent benefits, pay and terms and conditions of employment, as when the leave began.

Leave is unpaid; however, the Agency may require that employees use accrued paid time off for this purpose. Employees may also choose to use accrued paid time off during parental leave.

To the extent allowed by law, leave under this policy runs concurrently with leave provided under the Family and Medical Leave Act. For questions regarding leave, please contact your supervisor or the Human Resource Manager.

5.20 Pregnancy Accommodation Policy

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth or related medical conditions may request a reasonable accommodation as is necessary.

Town of Brentwood will provide eligible employees with reasonable accommodations as long as it has 15 or more employees and the accommodation does not impose an undue hardship on the Agency. Reasonable accommodations include, but are not limited to:

- Additional equipment for sitting
- More frequent or longer breaks

- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light-duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth
- Break time and appropriate facilities for expressing breast milk

Employees should be prepared to discuss the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Agency will not retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Employees should speak with the Human Resource Manager to discuss their need for reasonable accommodation or for questions regarding this policy.

5.21 Bone Marrow & Organ Donation Leave (Maryland Employees)

Effective October 1, 2019, employees may be eligible to take unpaid leave to donate an organ or bone marrow.

Employee Eligibility:

For employees to be eligible for leave under this policy:

- Town of Brentwood; must have at least 15 employees working in the state of Maryland;
- The employee must be employed by Town of Brentwood for at least 12 months; and
- The employee must have worked for Town of Brentwood for at least 1,250 hours during the previous 12 months.

Certification:

Eligible employees must provide written verification from a physician that they are an organ donor or a bone marrow donor and there is a medical necessity for the donation.

Basic Leave Entitlement:

An eligible employee is entitled to unpaid leave of up to:

- 60 business days in any 12-month period to serve as an organ donor; and
- 30 business days in any 12-month period to serve as a bone marrow donor.

Note: Organ/bone marrow donation leave does not run concurrently with leave taken under the federal Family and Medical Leave Act.

Job Restoration:

Eligible employees returning from organ/bone marrow donation leave will generally be restored to:

- The position they held at the start of the leave; or
- An equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

However, Town of Brentwood reserves the right to deny job restoration because of conditions unrelated to the exercise of rights covered under Maryland's bone marrow and organ donation leave law.

Benefits Continuation:

During organ/bone marrow donation leave, Town of Brentwood will maintain group health coverage in the same manner that coverage would have been provided if the eligible employee had continued working.

Leave taken under this policy by eligible employees will not be considered a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation, paid time off, annual leave, or seniority.

Retaliation Prohibited:

Town of Brentwood will not retaliate against, or interfere with, employees exercising their rights under the law.
Questions regarding this policy should be directed to the Human Resource Manager.

6. Employee Conduct

6.1 Standards of Conduct

Town of Brentwood's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Agency's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Agency's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Town of Brentwood's standards of conduct, please direct them to your supervisor or the Human Resource Manager.

6.2 Disciplinary Action

Disciplinary action at Town of Brentwood is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Town of Brentwood reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Town of Brentwood recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property

- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Town of Brentwood business practices or any other confidential information
- Any misrepresentation of Town of Brentwood to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

Town of Brentwood takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Agency's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Town of Brentwood and as a direct result of your job responsibilities with Town of Brentwood. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Agency to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Agency, and not otherwise available to persons or companies outside of Town of Brentwood, may result in disciplinary action, up to and including termination of employment. If you leave the Agency, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Human Resource Manager.

6.4 Personal Appearance

The purpose of Town of Brentwood's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Town of Brentwood strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Town of Brentwood, employees are expected to use common sense and good judgment in order to meet the goals of this policy. Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Slacks
- Blouses
- Button-down shirts
- Khaki pants
- Polo shirts
- Only company approved uniforms

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

Town of Brentwood understands that in certain situations, the Agency may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Agency will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Town of Brentwood.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Human Resource Manager.

6.5 Workplace Violence

Town of Brentwood strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. Town of Brentwood will not tolerate any form of retaliation against any employee for making a report under this policy.

Town of Brentwood will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

Town of Brentwood is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Town of Brentwood, or in any vehicle owned or leased on behalf of Town of Brentwood.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Town of Brentwood will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Human Resource Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment. As a part of our effort to maintain a workplace free of substance abuse, Town of Brentwood employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Town of Brentwood reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with Town of Brentwood, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Town of Brentwood and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.7 Sexual & Other Unlawful Harassment

Town of Brentwood is committed to a work environment in which all individuals are treated with respect. Town of Brentwood expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to

such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Agency's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Agency

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure: Town of Brentwood strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Human Resources

4300 39th Place, Brentwood, MD 20722

(301) 927-3344

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited: Town of Brentwood expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Telephone Usage

Town of Brentwood telephones are intended for the sole use of conducting company business. Personal use of the Agency's telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Town of Brentwood assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Town of Brentwood premises.

6.10 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of

company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Agency, and is subject to reassignment and/or use by the Agency without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. Town of Brentwood has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property: Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools: All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property: Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.11 Smoking

Town of Brentwood provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.12 Visitors in the Workplace

To ensure the safety and security of Town of Brentwood and its employees, only authorized visitors are permitted on Agency premises and in Agency facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. If available, all visitors are also required to wear a "visitor" badge while on Town of Brentwood premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Agency at all times.

6.13 Computer, Email & Internet Usage

Computers, email, and the Internet allow Town of Brentwood employees to be more productive. However, it is important that all employees use good business judgment when using Town of Brentwood's electronic communications systems (ECS).

Standards of Conduct and ECS

Town of Brentwood strives to maintain a workplace free of discrimination and harassment. Therefore, Town of Brentwood prohibits the use of the Agency's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Agency's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Agency's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Agency's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Town of Brentwood purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Town of Brentwood does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Town of Brentwood prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Agency that violate the Agency's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Agency-owned software without permission.
- Sending or posting the Agency's confidential material, trade secrets, or non-public proprietary information outside of the Agency. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Town of Brentwood.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Town of Brentwood are the property of Town of Brentwood. Employees have no right of personal privacy when using Town of Brentwood's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Human Resource Manager.

6.14 Company Supplies

Only authorized persons may purchase supplies in the name of Town of Brentwood. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Town of Brentwood or bind Town of Brentwood by any promise or representation without express written approval.

6.15 Training and Professional Development

Town of Brentwood is committed to the personal and developmental growth of all its employees. To this end, Town of Brentwood not only prepares their new hires to succeed with the Agency, Town of Brentwood also continually teaches, develops, and improves current employees' skills in order to constructively respond to today's on-going business challenges.

Employee training and development is essential in responding to the rapid business changes that occur due to continual economic fluctuations, global economy, enhanced technology, and cultural and demographic factors. Town of Brentwood strongly encourages the training and development of employees to aid them in improving their ability to succeed at the current position, and also to prepare them for career advancement.

Some training programs are required for all employees, such as anti-harassment training and anti-discrimination training, training on Town of Brentwood policies and procedures as well as occupational safety training. Employees required to attend these training sessions will be compensated pursuant to applicable federal and state laws.

In addition, Town of Brentwood encourages employees interested in job-specific training and continuing educational opportunities to research such programs and consult the Human Resource Manager. Management approval must be obtained, in writing, prior to registering for the seminars or courses.

Town of Brentwood firmly believes in developing employees by drawing on the knowledge and experience of its own talented workforce. To this end, Town of Brentwood offers programs such as coaching and mentoring. To obtain more information on these types of programs, employees may consult with the Human Resource Manager.

6.16 Company Vehicles

Town of Brentwood may assign a Agency vehicle to an employee holding a position that requires regular travel for business purposes. This policy outlines the rules for use and care of Agency provided vehicles.

Business Use:

Agency-owned vehicles are to be used for business purposes only. Personal use of a Agency vehicle is prohibited. The Agency vehicle may only be driven by the employee to whom it is assigned. Passengers are prohibited unless for business purposes only.

Driving Records:

Employees who are assigned a Agency vehicle must maintain a valid driver's license and must notify their supervisor of any changes in their driver's license status. Additionally, drivers may be subject to periodic driving record checks.

Local Regulations:

Employees must follow state and local traffic laws while using the Agency vehicle. All drivers and passengers are required to use seat belts at all times. Use of handheld cell phones and texting while driving is strictly prohibited. Unless prohibited by federal, state, or local law, employees will be responsible for any driving and parking infractions or fines incurred while driving the Agency vehicle. Traffic violations may result in loss of driving privileges.

Accidents & Theft:

Employees must lock the vehicle when it is left unattended. Employees are required to report any vehicle-related accident, theft or damage to their supervisor immediately.

Substance Use and Abuse:

Employees are not permitted, under any circumstances, to operate their Agency vehicle when their ability to do so safely has been impaired in any way. Employees shall not operate any Agency vehicle while using or consuming alcohol, illegal drugs or prescription medications that may impair their ability to drive. Convictions for driving under the influence of alcohol or drugs or vehicular incidents related to the use of drugs or alcohol may result in loss of driving privileges. Smoking is also prohibited in the vehicle.

Maintenance:

It is the employee's responsibility to ensure the vehicle has routine maintenance at designated intervals. Routine maintenance includes, but is not limited to, oil changes, tire rotation, proper tire inflation and inspections.

The Agency reserves the right to revoke vehicle privileges at any time. Any employee found to be engaged in any form of unsafe driving may be subject to disciplinary action, up to and including termination.

6.17 Code of Business Conduct and Ethics

Employees are required to conduct their affairs with uncompromising integrity and in full compliance with all applicable laws, rules and regulations. Employees are also expected to be honest and ethical in dealing with each other, clients, vendors, and all other third parties.

If employees become aware of, or suspect, misconduct, they must report it to their supervisor (if appropriate) or to the Human Resource Manager.

Conflicts of Interest:

Employees must avoid any activity that could appear to interfere with their good judgment concerning Town of Brentwood's best interests. Employees should avoid even the appearance of such a conflict of interest. Employees are also prohibited from exploiting their position or relationship with Town of Brentwood for personal gain. For example, there would likely be conflict of interest if an employee were to:

- Town of Brentwood to engage in business transactions with themselves, their relatives or friends.
- Use nonpublic Town of Brentwood, client or vendor information for personal gain for themselves, their relatives or friends.
- Take more than a modest financial interest in vendors, clients or competitors.

- Compete with Town of Brentwood while still employed here.

Gifts, Bribes and Kickbacks:

Other than for gifts with a value of no more than \$25 given or received in the normal course of business, employees and their relatives are prohibited from giving gifts to, or receiving gifts from, Town of Brentwood's current or prospective clients, vendors, or any other commercial partners.

Employees must never directly or indirectly (e.g., through the use of a third party) promise or give any type of gratuity, kickback, bribe, payoff, or other form of advantage to government officials.

Covering Up Mistakes:

Mistakes should never be covered up. They should be immediately fully disclosed and corrected. Falsification of any record is prohibited. If an employee is uncertain about whether a mistake has been made, they should seek guidance from their supervisor.

If you have questions about this policy, contact the Human Resource Manager.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Agency. Town of Brentwood expects regular attendance and punctuality from all employees.

This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Agency's Leave policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time.

It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence.

Town of Brentwood reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Town of Brentwood will presume that the employee has voluntarily resigned.

Town of Brentwood will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Agency's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. For this reason a timeclock has been installed and all non-exempt employees are required to punch in and out. Every employee is responsible for accurately recording time worked. In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons, however the current timeclock gives an automatic 1/2 hour deduction for lunch when working in excess of 4 hours each day.

Town of Brentwood strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes. Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Pay adjustments as a result of timekeeping may be issued immediately or paid in during the next payroll cycle.

7.3 Compensation

Town of Brentwood strives to provide fair and equitable salaries. Employees may receive an annual merit increase and/or cost of living increase if approved by the Mayor and Council. From time to time, salaries may be reviewed by Human Resources who may also present salary adjustment recommendations to the Mayor and Council for review and/or approval.

7.4 Paydays

Town of Brentwood employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization.

Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account.

Employees who elect payment through direct deposit will receive an itemized statement of wages when the Agency makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws; and policy.

7.5 Payroll Deductions

Town of Brentwood makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, legal garnishments, money owed to the Town by the employee, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. If you believe that an improper deduction has been made from your pay, raise the issue with the Human Resource Manager immediately. Town of Brentwood will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.6 Direct Deposit

All employees of Town of Brentwood may elect to have their pay directly deposited into their bank accounts. Direct deposit saves employees the hassle of going to the bank on paydays in order to cash or deposit their paychecks.

Employees choosing this benefit must complete a Direct Deposit Authorization Form. To obtain this form, contact your supervisor or the Human Resource Manager.

If you elect direct deposit, your paychecks will be directly deposited into your bank account and you will receive an itemized statement of wages.

Note: Employees will have access to their payroll information. This access grants the employee the ability to make some changes to their personal information, including whether or not you would like a printed paystub.

Bartlett Park – 2nd Phase

Critical Question: Is the current Town Council supportive of moving forward on this project? Grant has been accepted but critical that Council is aware and supportive.

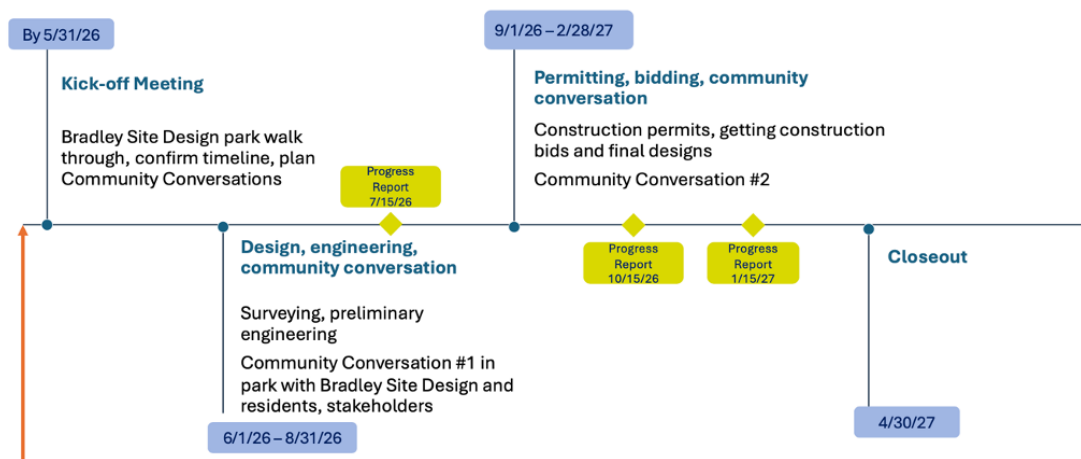
Second Question: Does Council support applying for additional funds from the PG County Stormwater Stewardship Grant Program?

Background:

Phase I - completed in 2025 with site visits and community workshops and resulted in concept plans and information to move from concept to implementation.

Phase II - the Town was awarded \$97,000 (Town will match with \$5,000) for designing stormwater management in Bartlett Park.

- Monies are for:
 - Surveying
 - Preliminary Engineering
 - Obtaining Construction Bids
 - Design Development
 - Two Community Workshop events to obtain input and share information.
 - Contrating with Bradley Site Design





Town of Brentwood

Business Facade Improvement Program (BFIP)

Program Overview

The Business Facade Improvement Program (BFIP) is designed to enhance the visual appeal, safety, and economic vitality of Brentwood's Rhode Island/Route 1 corridor by providing financial assistance to business and property owners for exterior building improvements.

Program Goals

- Improve the aesthetic quality of commercial properties
- Encourage private investment in Brentwood businesses
- Increase property values and economic activity
- Preserve and enhance neighborhood character

Eligibility Requirements

Applicants must meet the following criteria:

- Property must be located within Brentwood city limits
- Applicant must be a property owner or authorized business tenant
- Property must be commercial or mixed-use
- All city taxes, fees, and code violations must be current/resolved

Eligible Improvements

Funding may be used for:

- Exterior painting and façade restoration
- Signage (new or replacement)
- Doors, windows, and storefront improvements
- Lighting enhancements
- Awnings and canopies
- Accessibility upgrades (ADA improvements)
- Exterior landscaping and streetscape improvements

Ineligible Improvements

- Interior renovations
- Routine maintenance
- New construction
- Roof replacement (unless visible façade element)
- Fencing
- Operating expense
- Vacant properties not actively seeking an occupancy permit

Funding Structure

- Matching grant up to \$10,000 per property
- Reimbursement after project completion and approval
- Applicant must provide at least 50% of total project cost

Application Process

1. Submit completed application with required documents
2. Staff review for eligibility and completeness
3. Design review (if applicable)
4. Approval and grant agreement execution
5. Project completion within approved timeline
6. Final inspection and reimbursement

Business Exclusions: Funding cannot be used for pawn shops, guns shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.

Required Documents

- Completed application form
- Property photos (before condition)
- Detailed project scope
- Contractor estimates (minimum of 2 recommended)
- Proof of ownership or lease authorization
- Proof of Insurance



TOWN OF BRENTWOOD FAÇADE IMPROVEMENT GRANT APPLICATION FORM

1. Applicant Information

- Applicant Name:
- Business Name:
- Property Address:
- Phone Number:
- Email Address:

2. Property Ownership

- ☐ Property Owner
- ☐ Tenant (attach owner authorization)

Owner Name (if different):

3. Project Description

Describe the proposed improvements:

4. Project Budget

Item	Cost
Total Project Cost	

Applicant Contribution (50% minimum):

Requested Grant Amount:

5. Contractor Information

- Contractor Name:
- License Number:
- Contact Information:

6. Timeline

Estimated Start Date:

Estimated Completion Date:

7. Certifications

By signing below, the applicant certifies that:

- All information provided is accurate
- Work will not begin prior to approval
- Applicant agrees to comply with all program guidelines
- No known hazardous material on the property
- Compliance with all applicable federal, state, and local environmental laws and regulations
- Agreement to comply with all federal, state, and local laws and requirements concerning the use of grant funds for the treatment and removal of lead paint from property.

Applicant Signature: _____

Date: _____

Program Terms and Conditions

- Grants are awarded on a first-come, first-served basis
- Work must comply with all local codes and permitting requirements
- The Town reserves the right to approve, modify, or deny applications
- Reimbursement is contingent upon final inspection approval

Submission Information

Submit completed application and supporting documents to:

Town of Brentwood

Email: town.administrator@brentwoodmd.gov

Address: 3712 Utah Avenue, Brentwood, MD 20722



FACADE IMPROVEMENT GRANT

TOWN OF BRENTWOOD

ENHANCE YOUR BUSINESS

with assistance from Brentwood



FUNDING DETAILS

- 50/50 matching grant up to \$10,000
- Reimbursement after completion
- First-come, first-served

Program Overview

The Business Facade Improvement Program (BFIP) provides financial assistance to improve commercial building exteriors and strengthen Brentwood's Route 1 corridor.

Program Benefits

- Matching grants up to \$10,000
- Increase property value and visibility
- Attract more customers
- Support economic growth

ELIGIBILITY

- Located in Brentwood
- Property owner or authorized tenant
- Commercial or mixed-use property
- Must be compliant with taxes and codes

ELIGIBLE IMPROVEMENTS

- Painting and façade upgrades
- Signage, windows, doors
- Lighting and awnings
- ADA accessibility upgrades
- Landscaping and streetscape

Apply Today!

3712 Utah Avenue Brentwood, MD 20722
town.administrator@brentwoodmd.gov

MUTUAL AID AGREEMENT
BETWEEN THE TOWN OF BRENTWOOD, MARYLAND
AND
THE TOWN OF BERWYN HEIGHTS, MARYLAND

THIS AGREEMENT is made this ____ day of _____, _____, by and between the Mayor and Council of the Town of Brentwood, Maryland, and the Mayor and Council of the Town of Berwyn Heights, Maryland (collectively “Signatory Jurisdictions”).

RECITALS

WHEREAS, the Signatory Jurisdictions maintain duly established municipal police departments authorized under Maryland law; and

WHEREAS, Maryland Criminal Procedure Article § 2-105 authorizes municipal corporations to enter reciprocal agreements for mutual aid; and

WHEREAS, the parties desire to provide cooperative law enforcement services consistent with current Maryland public safety reform laws, including but not limited to the Police Accountability Act of 2021 and related statutory amendments;

NOW, THEREFORE, the parties agree as follows:

ARTICLE I – LEGAL AUTHORITY

This Agreement is entered pursuant to:

- Maryland Criminal Procedure Article § 2-105
- Maryland Public Safety Article (Police Training and Standards Commission provisions)
- Maryland Criminal Law and Criminal Procedure Articles
- Local Government Tort Claims Act

- All applicable provisions enacted under the Maryland Police Accountability Act of 2021
-

ARTICLE II – CERTIFICATION AND TRAINING COMPLIANCE

1. All officers acting under this Agreement shall:
 - Be currently certified by the Maryland Police Training and Standards Commission (MPTSC);
 - Remain in good standing with no active suspension or revocation of certification;
 - Be current in required in-service training, including use of force, de-escalation, implicit bias, and constitutional policing standards.
 2. No officer shall act under this Agreement if their certification is suspended, revoked, or otherwise restricted.
-

ARTICLE III – USE OF FORCE COMPLIANCE

1. Officers operating under this Agreement shall comply with:
 - Maryland's statutory use-of-force standards;
 - The use-of-force policy of their employing agency;
 - Applicable constitutional standards.
 2. Any use of force shall be:
 - Documented in accordance with the officer's employing agency policy;
 - Reported to the agency having primary jurisdiction without delay.
 3. Investigations of use-of-force incidents shall be handled in accordance with Maryland law and the policies of the employing agency, including referral to appropriate reviewing authorities when required.
-

ARTICLE IV – BODY-WORN CAMERAS

1. Officers responding under this Agreement shall utilize body-worn cameras in accordance with:
 - Maryland Public Safety Article requirements;
 - Their employing agency's body-worn camera policy.
 2. Body-worn camera footage shall be:
 - Retained in accordance with Maryland retention laws;
 - Shared with the agency having primary jurisdiction when required for investigation or court proceedings.
-

ARTICLE V – JURISDICTION AND POLICE POWERS

1. Officers acting pursuant to this Agreement shall have full police powers within the requesting jurisdiction as authorized under Maryland Criminal Procedure § 2-105.
 2. Officers shall not engage in routine enforcement activities within another jurisdiction unless:
 - Responding to an emergency; or
 - Acting at the express request of the jurisdiction having primary authority.
-

ARTICLE VI – MISCONDUCT AND ACCOUNTABILITY

1. Allegations of misconduct against an assisting officer shall:
 - Be immediately reported to both Chiefs of Police;
 - Be investigated by the officer's employing agency in accordance with Maryland law.
2. Investigations shall comply with:
 - Applicable provisions governing administrative investigations;
 - Procedures involving Administrative Charging Committees when required by law;

- Public transparency requirements established under Maryland statute.
3. Nothing in this Agreement limits:
- The authority of the Maryland Attorney General;
 - The Independent Investigations Division;
 - The Maryland Police Training and Standards Commission;
 - Any statutory oversight authority.
-

ARTICLE VII – LIABILITY

1. Each municipality shall remain responsible for the acts or omissions of its own employees.
 2. Officers acting under this Agreement shall retain immunities and protections provided under:
 - Maryland law;
 - The Local Government Tort Claims Act;
 - Applicable common law immunity.
-

ARTICLE VIII – COMMAND AND CONTROL

1. The requesting agency shall retain operational command.
 2. Assisting officers shall follow the lawful orders of the on-scene supervisor from the requesting jurisdiction.
 3. Temporary command procedures shall apply when an assisting officer arrives first, as outlined in operational provisions of this Agreement.
-

ARTICLE IX – RECORDS AND REPORTING

1. All reports shall be completed before the end of tour of duty.
2. Copies shall be forwarded to the primary jurisdiction no later than 1700 hours on the next business day.

3. Records shall be maintained consistent with:

- Maryland Public Information Act;
- Body-worn camera retention laws;
- Applicable confidentiality statutes.

ARTICLE X – NON-DISCRIMINATION

All actions taken pursuant to this Agreement shall comply with federal and Maryland anti-discrimination laws, including statutory prohibitions against bias-based policing.

ARTICLE XI – TERM AND TERMINATION

1. This Agreement becomes effective upon execution by both parties.
2. Either party may terminate upon thirty (30) days written notice.
3. Termination does not affect prior lawful actions taken under this Agreement.

SIGNATURES

Effective this ____ day of _____, ____.

TOWN OF BRENTWOOD, MARYLAND

Mayor

Chief of Police

TOWN OF BERWYN HEIGHTS, MARYLAND

Mayor

Chief of Police